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ABSTRACT

Practical advice for creating effective resumes, cover letters, and thank-you letters is provided in this guide for college students. Ten general characteristics of a good resume are enumerated and followed by a lengthy list of strong, action verbs to use when writing the resume. Guidelines for developing the following eight specific parts of a resume are given: job objective, education, employment experience, extracurricular activities, awards and honors, interests, and references. Seven cardinal rules of resume preparation are discussed and two pages of additional advice are given. Nine sample resumes provide an idea of what good resumes should be like. A six-page resume worksheet is included to aid in recalling and organizing the data. Guidelines and rules for writing cover letters (for resumes) and thank-you letters (as follow-up after job interviews) are provided along with examples of the following: a poor cover letter, a good cover letter, a letter requesting a job interview when a specific job is not advertised, and a thank-you letter. (EM)

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GUIDELINES FOR WRITING RESUMES & LETTERS

DICKINSON COLLEGE

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GUIDELINES

FOR

WRITING RESUMES & LETTERS

DICKINSON COLLEGE

DICKINSON COLLEGE
COUNSELING CENTER
CARLISLE, PENNSYLVANIA
17013

COUNSELING CENTER STAFF

DAVIS TRACY
JERI ROCKETT
DIANE JEFFERSON
KAREN ANDREWS
BARBARA GARDNER

REVISED, JUNE 1983

SPECIAL THANKS TO ALL THE STUDENTS WHO GAVE US PERMISSION TO USE THEIR RESUMES.

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CREATING YOUR RESUME

I know I'm not exactly a bombshell, but one has to make the best of what one's got.

- (Joan Sutherland)

YOUR RESUME IS AN ADVERTISEMENT FOR YOURSELF. THUS, IT SHOULD BE ARRANGED TO DRAW THE READER'S ATTENTION BOTH TO YOUR STRENGTHS, AND THE REASONS THAT YOU ARE APPLYING TO THAT PARTICULAR ORGANIZATION.

THE PURPOSE OF A RESUME IS TO PRESENT AN IMAGE OF YOURSELF TO THE POTENTIAL EMPLOYER. NOT ONLY DOES IT PRESENT THE FACTUAL DATA ABOUT YOUR ABILITIES AND LIFE HISTORY, IT SHOWS THAT YOU HAVE ORGANIZATIONAL SKILLS. IT IS DESIGNED TO SHOW THE EMPLOYER THAT YOU HAVE SOMETHING TO CONTRIBUTE TO HIS OR HER ORGANIZATION. THE RESUME IS MEANT TO GET YOU AN INTERVIEW, BUT A RESUME ALONE WILL NOT GUARANTEE A JOB.

THERE ARE SEVERAL GENERAL CHARACTERISTICS OF A GOOD RESUME THAT YOU SHOULD KEEP IN MIND WHEN PREPARING YOURS:

1. NO MORE THAN TWO PAGES IN LENGTH - ONE PAGE IS PREFERRED AND IS MANDATORY FOR BUSINESS/INDUSTRY
2. PAGES MUST LOOK ORGANIZED
3. CONTENT MUST BE BALANCED AND CENTERED ON EACH PAGE
4. IT SHOULD BE CONCISE AND EASY TO READ; CONTENT SHOULD BE RELATED TO THE JOB OBJECTIVE
5. BE CONSISTENT IN DISPLAY TECHNIQUES, PUNCTUATION
6. USE PERFECT SPELLING
7. BE HONEST - DON'T EXAGGERATE
8. THE USE OF PHRASES OR SPLINTER SENTENCES IS OK BUT AVOID ABBREVIATIONS
9. AVOID SLANG AND TRITE EXPRESSIONS
10. USE ACTION WORDS (SOME ARE LISTED BELOW)

ACCUMULATED	ASSEMBLED	COLLECTED	CONTROLLED
ACHIEVED	ASSESSED	COMMUNICATED	COORDINATED
ACTED	ATTAINED	COMPILED	COPIED
ADAPTED	AUDITED	COMPLETED	CORRESPONDED
ADDRESSED	ARRANGED	COMPOSED	COUNSELED
ADMINISTERED	BUDGETED	COMPUTED	CREATED
ADVISED	BUILT	CONCEIVED	DECIDED
ANALYZED	CALCULATED	CONCEPTUALIZED	DEFINED
ANTICIPATED	CHARTED	CONDUCTED	DELIVERED
APPRAISED	CHECKED	CONSOLIDATED	DEMONSTRATED
ARBITRATED	CLASSIFIED	CONSTRUCTED	DERIVED
ASCERTAINED	COACHED	CONSERVED	DESIGNED

ACTION WORDS (CONTINUED)

DETAILED
DETECTED
DETERMINED
DEVELOPED
DEVISED
DIAGNOSED
DIRECTED
DISCOVERED
DISPENSED
DISPLAYED
DISPROVED
DISSECTED
DISTRIBUTED
DIVERTED
DRAMATIZED
DREW
DROVE
DUG
EDITED
ELIMINATED
EMPATHIZED
ENFORCED
ESTABLISHED
ESTIMATED
EVALUATED
EXAMINED
EXPLAINED
EXPANDED
EXPERIMENTED
EXPRESSED
EXTRACTED
FILED
FINANCED
FIXED
FOLLOWED
FORMULATED
FOUNDED
GATHERED
GAVE
GENERATED
GOT
GUIDED
HAD RESPONSIBILITY FOR
HANDLED
HEADED
HEIGHTENED
HELPED
HYPOTHESIZED
IDENTIFIED
ILLUSTRATED
IMAGINED
IMPLEMENTED
IMPROVED
IMPROVISED
INCREASED
INFLUENCED
INFORMED
INITIATED
INNOVATED
INSPECTED
INSPIRED
INSTALLED
INSTITUTED
INSTRUCTED
INTEGRATED
INTERPRETED
INTERVIEWED
INTRODUCED
INTUITED
INVENTED
INVENTORIED
INVESTIGATED
JUDGED
KEPT
LAUNCHED
LECTURED
LEAD
LEARNED
LIFTED
LISTENED
LOGGED
MADE
MAINTAINED
MANAGED
MANIPULATED
MEDIATED
MEMORIZED
MENTORED
MET
MODELED
MONITORED
MOTIVATED
NAVIGATED
NEGOTIATED
OBSERVED
OBTAINED
OFFERED
OPERATED
ORDERED
ORGANIZED
ORIGINATED
OVERSAW
PAINTED
PERCEIVED
PERFORMED
PERSUADED
PHOTOGRAPHED
PILOTED
PLANNED
PLAYED
PREDICTED
PREPARED
PRESCRIBED
PRESENTED
PRINTED
PROBLEM-SOLVED
PROCESSED
PRODUCED
PROGRAMMED
PROJECTED
PROMOTED
PROOF-READ
PROTECTED
PROVED
PROVIDED
PUBLICIZED
PURCHASED
QUESTIONED
RAISED
READ
REALIZED
REASONED
RECEIVED
RECONCILED
RECOMMENDED
RECORDED
RECRUITED
REDUCED
REFERRED
REGULATED
REHABILITATED
RELATED
REMEMBERED
RENDERED
REORGANIZED
REPAIRED
REPORTED
REPRESENTED
RESEARCHED
RESOLVED
RESPONDED
RESTORED
RETRIEVED
REVIEWED
REVISED
RISKED
SANG
SCHEDULED
SELECTED
SENSED
SEPARATED
SERVED
SET
SET-UP
SEWED
SHAPED
SHARED
SHOWED
SKETCHED
SOLD
SOLVED
SORTED
SOUGHT
SPOKE
STUDIED
SUMMARIZED
SUPERVISED
SUPPLIED
SYMBOLIZED
SYNERGIZED
SYNTHESIZED
SYSTEMATIZED
TALKED
TAUGHT
TEAM-BUILT
TENDED
TESTED & PROVED

ACTION WORDS (CONTINUED)

TOLD	TROUBLE-SHOOTED	UNIFIED	WORKED
TOOK	TUTORED	UNITED	WROTE
TOOK INSTRUCTIONS	TYPED	UPGRADED	WROUGHT
TRAINED	UMPIRED	USED	VERBALIZED
TRANSCRIBED	UNDERSTOOD	UTILIZED	
TRANSLATED	UNDERSTUDIED	WASHED	
TREATED	UNDERTOOK	WEIGHED	

(The preceding "Action Words" were taken in part from THE NATIONAL CAREER DEVELOPMENT PROJECT OF UNITED MINISTRIES IN HIGHER EDUCATION, P.O. Box 379, Walnut Creek, California 94596 Tel: 415/935-1865, Richard N. Bolles, Editor.)

KEEPING THOSE TEN GENERAL RULES IN MIND (MENTIONED PREVIOUSLY), HERE ARE SOME GUIDELINES FOR THE SPECIFIC PARTS OF YOUR RESUME:

- JOB OBJECTIVE

THIS PART OF THE RESUME SHOULD BE WRITTEN LAST WHEN YOU'RE DEVELOPING YOUR RESUME. IT TIES THE RESUME TOGETHER. EVERYTHING ELSE WILL BE RELATED TO IT. IT NEEDS TO BE FAIRLY SPECIFIC TO DEMONSTRATE THAT YOU HAVE FOCUS, BUT NOT SO MUCH THAT IT RULES YOU OUT OF RELATED JOBS. IF YOU ARE CONSIDERING MORE THAN ONE TYPE OF JOB, YOU SHOULD USE TWO OR MORE RESUMES. THE JOB OBJECTIVE STATEMENT SHOULD INCLUDE BOTH WHAT YOU WANT TO DO AND THE TYPE OF WORK ENVIRONMENT YOU WOULD PREFER. REMEMBER, AN APPLICANT'S JOB INTERESTS MUST MATCH THE EMPLOYER'S OPENINGS BEFORE THE APPLICANT IS INVITED TO INTERVIEW.

EXAMPLES: <u>SALES REPRESENTATIVE</u>

SALES REPRESENTATIVE IN A PROGRESSIVE CONSUMER GOODS ORGANIZATION, EVENTUALLY MOVING INTO A MARKETING MANAGEMENT POSITION INVOLVED IN TRAINING, ADVERTISING, AND REVIEWING MARKET RESEARCH STUDIES.

<u>RETAILING</u>

EXECUTIVE DEVELOPMENT PROGRAM WITH A LARGE DEPARTMENT STORE LEADING TO A POSITION AS A BUYER.

<u>PUBLIC RELATIONS</u>

PUBLIC RELATIONS POSITION IN PUBLISHING OR LARGE INDUSTRIAL ORGANIZATION COMBINING PHOTOGRAPHY, COPYWRITING, EDITING, AND PREPARING NEWS RELEASES AND PUBLICATIONS.

4.

- EDUCATION

  YOU SHOULD INCLUDE NAME OF COLLEGE, GRADUATION DATE, MAJOR FIELD, HONORS, AND ANY SPECIFIC ACADEMIC INTERESTS SUCH AS INDEPENDENT RESEARCH OR SPECIFIC COURSES RELATED TO YOUR JOB OBJECTIVE.

- EMPLOYMENT EXPERIENCE

  THE MOST WIDELY ACCEPTED METHOD OF LISTING EXPERIENCE IS IN REVERSE CHRONOLOGICAL SEQUENCE (MOST RECENT FIRST). THE ORGANIZATION'S NAME POSITION HELD, DATES OF EMPLOYMENT AND THE FUNCTIONS PERFORMED SHOULD BE LISTED. BE SURE TO INCLUDE ON-CAMPUS WORK EXPERIENCE AS WELL AS SUMMER JOBS.

- EXTRA-CURRICULAR ACTIVITIES

  THESE ACTIVITIES ARE VERY IMPORTANT INDICATIONS OF EXPERIENCES YOU HAVE RECEIVED WHILE IN COLLEGE. MANY ACTIVITIES REPRESENT PRACTICAL SKILLS AS WELL AS PERSONAL DEVELOPMENT. EACH SHOULD BE CONCISELY DESCRIBED AND INVOLVEMENT NOTED.

- AWARDS AND HONORS

  LIST ANY AWARDS, SCHOLARSHIPS, OR OTHER HONORS THAT YOU HAVE RECEIVED.

- INTERESTS

  THESE HELP GIVE THE PICTURE OF THE "TOTAL" YOU.

- REFERENCES

  EXPLAIN TO THE EMPLOYER HOW REFERENCES MAY BE OBTAINED. THIS MAY BE EITHER "BY REQUEST," OR YOU MAY LIST THE NAMES AND ADDRESSES OF NO MORE THAN THREE PERSONS WHOSE PERMISSION YOU HAVE PREVIOUSLY ATTAINED.

A "RESUME WORKSHEET" IS INCLUDED ON PAGES 19 - 24, WHICH WILL HELP YOU RECALL AND ORGANIZE THIS DATA.

THE SEVEN CARDINAL RULES OF RESUME PREPARATION

(ADAPTED FROM 28 DAYS TO A BETTER JOB, BY JACKSON, HAWTHORN BOOKS, 1977)

1. USE POWER VERBS

TRY TO BEGIN EVERY SENTENCE WHICH DESCRIBES YOUR PAID OR NON-PAID WORK EXPERIENCE WITH A STRONG VERB. THIS REFERS ALSO TO EXTRA-CURRICULAR ACTIVITIES AND ANY OTHER AREAS OF EXPERIENCE.

EXAMPLES: MANAGED A DRY CLEANING STORE
ORGANIZED A FUND-RAISING CAMPAIGN FOR DISADVANTAGED CHILDREN
BUILT A PREFABRICATED HOUSE
WROTE A RESEARCH REPORT FOR COLLEGE ADMINISTRATORS
DEVELOPED A NEW SYSTEM FOR ENERGY SAVINGS

2. USE NUMBERS - TO DESCRIBE YOUR ACCOMPLISHMENTS WHENEVER POSSIBLE.

EXAMPLES: MANAGED A $25,000 BUDGET
SUPERVISED 28 PEOPLE
COUNSELED 125 PEOPLE
CREATED THREE NEW PROGRAMS

3. USE SPECIFIC LABELS - TO SUPPORT YOUR ACCOMPLISHMENTS AND EXPLAIN WHAT THESE LABELS MEAN IF NECESSARY.

EXAMPLES: FEATURES EDITOR OF THE DICKINSONIAN; WROTE LENGTHY PERSONALITY PIECES AND INVESTIGATIONS OF CAMPUS POLITICAL ISSUES FOR THE WEEKLY NEWSPAPER.

RUSH CHAIRPERSON FOR PHI MU SORORITY: SUPERVISED NEW MEMBER RECRUITING WHICH INVOLVED PROMOTION, PLANNING SOCIAL EVENTS, AND PREPARING WRITTEN BOOKLETS.

4. MAKE SURE IT IS PROFESSIONAL LOOKING

- ☐ USE A PROFESSIONAL PRINTER TO TYPESET OR OFFSET PRINT YOUR RESUME. IT SHOULD BE ON HEAVY STOCK (30-50 LB. PAPER), IN WHITE OR A SUBTLE TONE LIKE CREAM.
- ☐ PAY ATTENTION TO THE LAYOUT, THE WAYS THAT YOUR WORDS ARE ARRANGED ON THE PAGE. MAKE SURE IT IS HIGHLY READABLE: THE READER SHOULD NOT HAVE TO STRUGGLE TO FIND ANYTHING.

5. DON'T BE TACKY

THAT MEANS, DO NOT USE (A) FANCY LETTERING OR TYPE FACES, (B) PICTURES OF YOURSELF, (C) PASTEL OR OTHER COLORED PAPER, (D) FOLDOUT OR OTHER ARRANGEMENTS OF PAGES DESIGNED TO LOOK LIKE A BROCHURE: (E) OTHER "ADVERTISING" TYPES OF GIMMICKS, AND (F) RAISED LETTERING, OR OTHER SILLY DEVICES FOR ATTRACTING ATTENTION.

6.

THE SEVEN CARDINAL RULES OF RESUME PREPARATION (CONTINUED)

6. EDIT AND PROOFREAD FOR POSSIBLE ERRORS

AVOID ANY TYPOGRAPHICAL, SPELLING, GRAMMATICAL, OR OTHER ERRORS LIKE THE PLAGUE, BECAUSE THEY WILL HAUNT YOU EVERYWHERE YOU GO. IMAGINE YOURSELF WITH A RESUME THAT SAID "PUBIC" INSTEAD OF "PUBLIC," OR OTHER SIMILAR GAFFES.

7. YOUR ACCOMPLISHMENTS AND OTHER FACTS MOST RELEVANT TO THE JOB YOU ARE SEEKING SHOULD STAND OUT

- ☐ PUT THE MOST IMPORTANT INFORMATION ON THE FIRST PAGE
- ☐ MAKE SURE THE HIGHLIGHTS ARE DESCRIBED IN ENOUGH DETAIL
- ☐ BE SURE THAT THE LAYOUT CALLS ATTENTION TO YOUR MOST POSITIVE FEATURES OR ACCOMPLISHMENTS
- ☐ PUT THE BEST JOB (OR OTHER EXPERIENCE) FIRST IN THE LIST OR CATEGORY WHERE IT IS PLACED
- ☐ MAKE SURE THE TITLE OF YOUR WORK REFLECTS BEST WHAT YOU DID

ADVICE FROM THE RESUME DOCTOR

- THE RESUME HAS ONE PURPOSE - TO GET YOU AN INTERVIEW. THE INTERVIEW LEADS TO THE JOB, NOT THE RESUME. JOBS COME THROUGH PEOPLE, NOT THROUGH PAPER.

- S(HE) WHO GETS THE JOB - IS NOT ALWAYS THE ONE WHO IS BEST QUALIFIED, BUT THE ONE WHO UNDERSTANDS BEST THE PROCESS OF THE JOB SEARCH. HENCE, EACH DETAIL OF THIS PROCESS SHOULD MERIT YOUR METICULOUS ATTENTION. PEOPLE ARE OFTEN SCREENED OUT ON THE BASIS OF A SLOPPY OR FOGGY RESUME.

- A RESUME SHOULD BE COPIED, PREFERABLY BY TYPESET OR OFFSET PRINTING - THIS IS IMPORTANT, AS IT WILL MAKE YOUR RESUME STAND OUT AS PROFESSIONAL-LOOKING.

- PEOPLE DON'T READ RESUMES - THEY SKIM THEM. HENCE, REGARD YOUR RESUME AS AN ADVERTISEMENT IN WHICH YOU ATTEMPT TO DRAW THE READER'S ATTENTION TO THE WORDS YOU WANT HER/HIM TO SEE THE MOST.

- USE ACTION VERBS - DON'T USE THE VERB "TO BE." INSTEAD, USE POWERFUL VERBS, SUCH AS - INITIATED, MANAGED, ORGANIZED, DIRECTED, COUNSELED, INSTRUCTED ...

- FORGET YOUR BEST PROSE - USE SHORT, CHOPPY PHRASES. REDUCE WHAT YOU'RE SAYING TO THE MINIMUM, AS LONG AS YOUR MESSAGE IS STILL CLEAR.

- DON'T USE NEGATIVE WORDS - DON'T EVER APOLOGIZE FOR LACK OF EXPERIENCE, OR ANY WEAKNESSES. THIS IS NOT THE PLACE TO HANG OUT YOUR DIRTY LAUNDRY. BE POSITIVE, CAPITALIZE ON YOUR STRENGTHS. IF YOUR HEALTH IS EXCELLENT, THEN DON'T SAY "NOT BAD."

- A RESUME SHOULD BE ONE OR TWO PAGES - NEVER MORE THAN THIS. ANYTHING LONGER IS AN AUTOBIOGRAPHY, NOT A RESUME.

- HIGHLIGHT YOUR RELEVANT EXPERIENCES - CALL ATTENTION TO THOSE EXPERIENCES THAT ARE MOST RELEVANT TO THE WORK YOU ARE SEEKING. EXAMPLE: IF YOU ARE APPLYING FOR A CHILD CARE COUNSELOR JOB, DEVOTE MORE SPACE TO YOUR WORK AS A CAMP COUNSELOR. HOWEVER, IF YOU WANT A JOB AS A MANAGEMENT TRAINEE, EMPHASIZE YOUR ORGANIZATIONAL AND SUPERVISORY EXPERIENCES.

- ADVERTISING PRINCIPLE #1 - THE MORE SPACE YOU DEVOTE TO AN ITEM, THE MORE IMPORTANT IT SHOULD BE. CONVERSELY, DON'T GIVE MORE THAN A LINE OR TWO TO SOMETHING YOU REGARD AS UNESSENTIAL.

- ADVERTISING PRINCIPLE #2 - WHERE YOU PLACE AN ITEM IS IMPORTANT. WITHIN EACH BROAD CATEGORY, SUCH AS "FUNCTIONAL SKILLS," PLACE THE MOST POTENT ITEMS FIRST. LIST MOST RECENT WORK EXPERIENCES FIRST IN YOUR NARRATIVE SECTION. IN EXTRA-CURRICULAR EXPERIENCES, LIST A LEADERSHIP POSITION FIRST, RATHER THAN A HOBBY.

8.

ADVICE FROM THE RESUME DOCTOR * (CONTINUED)

- JOB OBJECTIVE - SHOULD BE WRITTEN LAST, WHEN YOU'RE DEVELOPING YOUR RESUME. PLACE AT THE TOP OF THE RESUME, BUT DON'T ATTEMPT TO WRITE IT UNTIL YOU'VE IDENTIFIED YOUR RELEVANT SKILLS AND EXPERIENCES AND HAVE THOUGHT ABOUT THE EMPLOYERS YOU'RE INTERESTED IN WORKING FOR. THEN, THE JOB OBJECTIVE IS A BRINGING TOGETHER OF YOUR SKILLS/EXPERIENCES WITH YOUR TARGET EMPLOYERS.

- REFERENCES AVAILABLE UPON REQUEST - SHOULD APPEAR AT THE BOTTOM OF YOUR RESUME. INCLUDE TELEPHONE NUMBERS SO THEY MAY BE CONTACTED QUICKLY AND PERSONALLY. NO NEED TO LIST NAMES OF THE REFERENCES UNLESS THEY ARE NAMES THE EMPLOYER WILL RECOGNIZE IMMEDIATELY. YOU MAY KEEP A FILE OF REFERENCE LETTERS HERE AT THE COLLEGE FOR SAKE OF CONVENIENCE, YOU'LL SAVE YOURSELF TIME IF YOU ALSO KEEP THIS FILE YOURSELF.

- PROOFREAD YOUR RESUME - THEN HAVE A FRIEND PROOFREAD IT. EVEN THE PROFESSIONALS AT THIS HAVE SENT OUT SOME VERY HUMOROUS MISTAKES - "EXPERIENCE MEETING THE PUBIC," ETC.

- BE SPECIFIC - USE DETAIL, ESPECIALLY NUMBERS, WHERE NECESSARY.

  BAD - RAN A PROGRAM THAT INVOLVED LOCAL YOUTH

  GOOD - DIRECTED A SUMMER RECREATION PROGRAM FOR CHILDREN AGED 7-12; EMPHASIS ON NATURE STUDY, ECOLOGY, FIRST-HAND EXPLORATION OF WILDLIFE

- DON'T MAKE UP STUFF - JUST BECAUSE YOU THINK IT WILL SOUND GOOD ON THE RESUME. THE RESUME IS NOT A CONTEST TO SEE HOW MUCH YOU CAN FABRICATE, NOR DOES THE JOB GO TO THE PERSON WITH THE LONGEST RESUME. JUST MAKE SURE THAT WHAT YOU REPORT IS AN ACCURATE REFLECTION OF YOUR EXPERIENCES. THE BEST TEST IS THAT YOU CAN TALK ABOUT ANYTHING ON THE RESUME WITH RELATIVE EASE.

- DON'T WORRY IF YOU SEEM TO HAVE VERY LITTLE ON YOUR RESUME - ONE OR TWO ON-TARGET EXPERIENCES, PLUS THE PROPER REPORTING OF OTHER INFORMATION (EDUCATION, ETC.) IS SUFFICIENT FOR A COLLEGE GRADUATE. IT'S WHAT YOU DO AFTER THE RESUME IS WRITTEN THAT COUNTS.

- WE'VE INCLUDED 9 SAMPLE RESUMES - IN THE NEXT SECTION TO GIVE YOU AN IDEA OF WHAT GOOD RESUMES LOOK LIKE. ALTHOUGH EACH HAS THE SAME BASIC INFORMATION - NAME, ADDRESS, EDUCATION, WORK EXPERIENCE AND ACTIVITIES - THE CHOICE OF STYLE, TONE, ARRANGEMENT, ETC., MAKES EACH A UNIQUE DOCUMENT REFLECTING THE AUTHOR.

* *Some of this material has been adapted from a similar format by John Zehring, Earlham College.*

TYPED - EXPERIENCE GROUPED ACCORDING TO FUNCTION. EDUCATION LISTED SECOND.

YOUR NAME 9.

COLLEGE AND SUMMER ADDRESS PERMANENT ADDRESS

JOB OBJECTIVE: Position in a national political campaign including fund-raising and liaison with special interest groups.

EDUCATION:

Dickinson College, Carlisle, PA
Bachelor of Arts: expected May 1984
Majors: Political Science and Economics
Honors: Omicron Delta Epsilon: National Economics Honorary
Omicron Delta Kappa: National Leadership Honorary

RELEVANT EXPERIENCE:

- CAMPAIGN ASSISTANT, Broujos for State House Committee, Carlisle, PA (June 1982 - November 1982).
  Participated in a successful Democratic campaign for State House Representative. Conducted local voter registration drive. Informed voters of election issues. Persuaded constituents through telephone and door-to-door canvassing.

- ALUMNI SURVEY COORDINATOR, Counseling Center, Dickinson College, Carlisle, PA (February 1982 - May 1983).
  Evaluated and revised annual survey. Analyzed post-graduation career patterns. Selected, trained, and supervised 30 student workers. Compiled and interpreted results.

- STUDENT UNION SUPERVISOR, Dickinson College, Carlisle, PA (Summer 1983).
  Responsible for security of main campus center.

- ASSISTANT MANAGER, Sunny Isle Sewing Center, Christiansted, St. Croix, VI (Summer 1981).
  Organized and installed perpetual inventory system. Supervised 3 sales clerks. Responsible for sales and stock maintenance.

CAMPUS ACTIVITIES:

- Nuclear Freeze Committee - Founder and Chairperson (September 1982 - May 1983)
- College Democrats - Treasurer (September 1982 - May 1983)
- Student Volunteer Phonathon Steering Committee (Annual Fund Drive) - Member (October 1982 - May 1983)
- Microcosm - Senior Section Editor (September 1982 - May 1983)
- Gamma Phi Beta Sorority - House Manager (September 1981 - January 1982)

INTERESTS: Sailing, Reading, Informal Debate

REFERENCES AVAILABLE UPON REQUEST

TYPED - EXPERIENCE GROUPED ACCORDING TO FUNCTION. EDUCATION LISTED LAST.

10.

YOUR NAME

ADDRESS UNTIL MAY 22, 1983 PERMANENT ADRESS

JOB OBJECTIVE: Entry-level position in a sales training program.

SALES • MARKETING EXPERIENCE:

SALES REPRESENTATIVE, Fuller Brush Company,Great Bend Kansas; Summer 1981. Organized and conducted household presentations...Demonstrated and promoted products...Collected payments...Ordered and delivered merchandise...Participated in bimonthly meetings to develop sales stategies.

PACKAGE DESIGNER, Paco Packaging Company Lakewood New Jersey; Summer 1982. Designed and created sample packages for pharmaceutical products considering product size and consumer attraction...Met with salesmen to review customer preferences and packaging feasibility... Operated within rigid packaging standards.

ADVERTISING INTERN, Anderson Associates, Carlisle PA. Fall 1982. Created scripts for radio advertisements...Wrote industrial ads for trade journals...Researched index of trade journals to determine where to advertise...Conducted an independent study comparing and analyzing local and national advertising techniques...Observed the production of radio and television advertisements.

MANAGEMENT • LEADERSHIP EXPERIENCE:

SENIOR CLASS PRESIDENT, Dickinson College 1982-1983. Elected from class of 400 students...Prepared and allocated budget of $3,000...Established and chaired an advisory committee of 30 seniors...Organized and coordinated social events for senior class...Assisted president of college in planning and scheduling of commencement week.

CAREER ASSISTANT, Dickinson College Counseling Center; 1981-1982. One of nine students selected and trained to counsel peers... Worked 12-15 hours a week interviewing students and assisting them with career related matters...Conducted workshops on career exploration, resume writing, interviewing, ect.

COORDINATOR, Steering Committee, Dickinson Senior Class Fund Drive; 1982-1983. Coordinated senior class activities to coincide with senior fund drive program.

OTHER EXPERIENCE:

SENATOR, Dickinson College Senate; 1980-1981.
MASTER OF CEREMONIES,College, High School, and Community talent shows.
NEWS CASTER, Dickinson College Radio Station WDCV; 1981-1983.
SOCCER, Dickinson College; 1979-1981.

EDUCATION:

DICKINSON COLLEGE, Carlisle, PA
Bachelor of Arts, May 22, 1983
Major: English

INTERESTS:

Guitar...Piano...Art...Painting...Humor

TYPESET - EXPERIENCE LISTED CHRONOLOGICALLY. EDUCATION LISTED FIRST.

YOUR NAME

11.

Address Until May 22, 1983

Permanent Address

EMPLOYMENT OBJECTIVE: To obtain an entry level position in management within a corporate setting.

EDUCATION:

DICKINSON COLLEGE, Carlisle, PA 17013, September 1979-May 1983
Bachelor of Arts, May 22, 1983
Major: Economics

Off-Campus Semester at Temple University, Philadelphia, PA
September 1981-December 1981

WORK EXPERIENCE:

STATISTICAL ANALYST, AMP Special Industries, Order Data Department, Valley Forge, PA
(June 1981-December 1981; June 1982-August 1982).

Organized addition of 3000 accounts to AMP's customer master listing. Discovered 1000 delinquent accounts and adjusted records. Compiled standard industry codes for AMP's clients to determine sales personnel pay scales. Classified backlog of undeliverable mail.

CREDIT DEPARTMENT CLERK, AMP Special Industries, Credit Department, Valley Forge, PA
(June 1980-September 1980).

Compiled billing statements for AMP's clients. Coded records for new computer systems.

PRODUCTION INTERN, WMMR, 19th & Walnut Streets, Philadelphia, PA
(April 1979-June 1979).

Learned processes of production in a large radio station. Coordinated contest prizes. Compiled listener preference survey.

SALESPERSON, Basco, Inc., King of Prussia, PA
(September 1978-September 1979; January 1980).

Salesperson in Jewelry Department. Participated in annual inventory of entire store.

CO-CURRICULAR ACTIVITIES:

AUXILIARY ENTERPRISE AND GRIEVANCE COMMITTEE, (March 1982-May 1983).

One of eight students selected to initiate improvements requested by college community, i.e. instituted longer library hours during exam periods, installed copy-machine in library, initiated student safety programs.

ECONOMICS DEPARTMENT, (September 1982-December 1982).

Teaching assistant; Introduction to Microeconomics. Tutored students during weekly office hours. Graded exams and quizzes.

PI BETA PHI SORORITY, (January 1980-May 1983).

Organized fund raiser for annual all-college spring festival. Member of Rush Committee, selected to organize social events for over 300 freshmen women.

SOCIAL COMMITTEE, (September 1982-May 1983).

Responsible for concert ticket sales.

PERSONAL INTERESTS:

Finance and Investments, Tennis, Swimming, Music.

REFERENCES AVAILABLE UPON REQUEST

12.

TYPESET - EXPERIENCE GROUPED ACCORDING TO FUNCTION. EDUCATION LISTED SECOND.

YOUR NAME

Address until May 22, 1983

Permanent Address

Employment Objective: Position in a social service organization addressing legal and human rights issues.

Law-Related Experience:

Legal Services, Inc., 7 North Hanover Street, Carlisle, PA 17013
(January - May 1983)
Research Assistant: Developed and conducted client surveys assessing effectiveness of Protection From Abuse Act and No-Fault Divorce Act. Wrote reports and press releases. Researched effects of reduced Social Security-Disability benefits to clients. Developed and conducted study of socioeconomic population distribution in Cumberland County.

Law Office of Graham C. Showalter, 36 South Third Street, Lewisburg, PA 17837
(June - August 1982)
Legal Assistant: Researched legal issues. Drafted letters and complaints in assumpsit and in trespass. Prepared documents for estate settlements. Conducted telephone interviews with clients. Assisted in real estate closings and courtroom proceedings.

Appalachian Research and Defense Fund of Kentucky, Inc., Courthouse Square,
Barbourville, KY 40906
(September - December 1981)
Paralegal Intern: Conducted intake interviews. Assisted in case preparation: researched legal and medical issues, wrote memoranda, and prepared affidavits. Conceived of, researched, and wrote a pamphlet, "Your Rights Concerning Utility Shutoffs."

Counseling/Teaching Experience:

The Counseling Center, Dickinson College, Carlisle, PA 17013
(September 1982 - May 1983)
Career Assistant: One of eight students selected and trained to counsel peers on career-related and personal matters. Organized and conducted workshops addressing specific groups and career interests such as "Careers for English Majors" and "The Pre-Law Series." Assisted students in career research. Aided seniors in developing job-search skills such as interviewing and resume writing.

The Writing Center, Dickinson College, Carlisle, PA 17013
(September 1982 - May 1983)
Tutor: Assisted students in various stages of writing essays and research papers.

Carlisle YWCA, Walnut and Arch Streets, Carlisle, PA 17013
(November 1980 - May 1981)
Y-Teen Advisor: Advisor and activity leader for the Carlisle Y-Teens, a group of twelve 12-year-old girls. Planned and supervised activities for weekly meetings stressing personal growth and community service. Led group in values clarification. Provided personal counseling.

Education:

Dickinson College, Carlisle, PA 17013
(September 1979 - May 1983)
Bachelor of Arts, May 1983
Major: English
Appalachian Semester Program, Union College, Barbourville, KY 40906
(August - December 1981)
Interdisciplinary study of the southern Appalachian region through classroom work, community service and field experience.
Honors Research in English, Dickinson College
(September 1982 - May 1983)
Approved by the English Department faculty to conduct a self-developed, self-paced research project, culminating in a 75-page thesis, on Appalachian author Harriette Arnow.

Awards and Honors:

Ernest C. and Mima J. Reisinger Scholarship 1982-83
Outstanding Young Women of America 1982

Other Activities:

English Majors' Committee (October 1982 - May 1983)
One of six students selected by the English Department faculty to advise them on student concerns. Aided in the selection of new faculty. Advised students in course selection. Coordinated departmental presentations and activities.
Inter-Varsity Christian Fellowship, Member (September 1979 - May 1983)
Executive Committee (January 1981 - May 1981)
President (September 1982 - May 1983)
Supervised Executive Committee and conducted weekly meetings. Oversaw activities of three committees and three study groups. Acted as liaison between the regional, state, and national organizations of Inter-Varsity and the Dickinson College chapter.
Coalition of Private University Students (January - May 1982)
College Choir (September 1980 - May 1981)
Collegium Musicum (September 1979 - May 1980)

Work Experience:

Bucknell University Bookstore, Lewisburg, PA 17837
(May - August 1981, May - August 1982)
Cashier/Stockroom Clerk
The Bison, Bucknell University, Lewisburg, PA 17837
(May - August 1980)
Counter Clerk for Dining Service
The Lyons' Shop, 335 Market Street, Lewisburg, PA 17837
(August 1978 - August 1979)
Salesperson/Stockroom Clerk for women's clothing
Helen G. Lyons' Gift Shop, 318 Market Street, Lewisburg, PA 17837
(June 1977 - August 1978)
Salesperson for gift items

Personal Interests: creative and expository writing, American literature, music, the southern Appalachian region.

References: Available upon request.

14.

OFFSET - WITH EDUCATION LISTED FIRST. LISTS EXPERIENCE IN ORDER OF RELATIONSHIP TO JOB OBJECTIVE WITH MOST RELATED LISTED FIRST.

YOUR NAME

Address until May 22, 1983

Permanent Address

Job Objective: To obtain an entry level personnel management position in a large retail firm.

EDUCATION

Dickinson College, Carlisle, PA (September 1979 - May 1983)
Bachelor of Arts: Major - Psychology
Minors - English, Spanish

Semester Abroad Program, San Juan Puerto Rico (January 1980 - May 1982)
Studied Spanish language and culture in program sponsored by John's Hopkins University. Taught entirely in Spanish.

EXPERIENCE

Career Assistant, Counseling Center, Dickinson College, Carlisle, PA (August 1982 - May 1983). Counseled students on career options and future goals...Edited resumes ...Organized and presented workshops on career topics such as resume writing, interviewing, job search techniques...Taught skills necessary to obtain employment or graduate study...Attended weekly training sessions and supervisory meetings... Researched career information in Career Library.

Camp Counselor, Camp Ronkonkoma, Ronkonkoma, N.Y. (Summers 1978 - 1981)
Organized and directed group of 20 five-year-olds for 10-week recreation program...Planned both educational and recreational activities...Created new programs including swimming lessons and listening skills...Taught basketball, canoeing and sailing...Responsible for training and supervision of junior counselors.

Waitress, Lands End, Glen Cove, N.Y. (May 1982 - August 1982)
Served drinks, food and wines in full service gourmet restaurant...Responsible for all monetary transactions.

Campus Tour Guide, Admissions Office, Dickinson College, Carlisle, PA (August 1980 - May 1982) Conducted tours for 25 prospective students and their parents per week...Described college policies and programs in detail...Answered questions on college and its history...Performed general office duties.

Secretary, Sigma Theta Sorority (August 1982 - May 1983) Member, May 1981 - Present.
Attended weekly meetings and recorded minutes...Prepared and wrote weekly newsletter distributed to 150 members...Organized sorority activities including annual fund raisers...Supervised duties of assistant secretary.

Personal Interests: running, camping, reading non-fiction, refinishing antique furniture.

References Available Upon Request

NAME

ADDRESS

JOB OBJECTIVE: Situation in a management training program with the possibility of advancement to a position within the International or Corporate Division.

EDUCATION: Dickinson College, Carlisle, PA. Bachelor of Arts.
Major: International Studies. Concentration: Political Science.

MANAGEMENT/PUBLIC RELATIONS EXPERIENCE:

Northeast Panhellenic Conference (NEPC), President, New York. (March 1982-March 1983)
Elected first president of the NEPC. Acted as an adviser to all Panhellenic Councils in the Northeast and Canada. Supervised the planning of three regional conferences. Responsible for the planning and the execution of the first annual Northeast Interfraternity Conference/Northeast Panhellenic Conference for 500 participants. Worked with an executive board composed of college administrators, fraternity professionals, and undergraduates. Organized 30 seminars and workshops. Responsible for a $40,000 budget.

Congressional Intern, Office of Congressman Donald Bailey, Canon H.O.B., Washington, D.C. (Summer 1981)
One of two students selected for the Lyndon Baines Johnson Congressional Internship Program. Researched and responded to constituent requests; assisted legislative staff; attended seminars and workshops for Congressional Interns.

Senior Resident Adviser, Office of Student Services, Dickinson College, Carlisle, PA. (September 1982-May 1983; Resident Adviser, September 1981-May 1982).
One of seven students selected to supervise a staff of 4 resident advisers in two residence halls. Responsible for educational and social activities; advised student dorm council.

Alumni Phon-a-thon Committee, Chairperson, Office of Communications and Development, Dickinson College, Carlisle, PA. (September 1981-April 1982).
Developed selection process for steering committee and volunteers. Chaired a committee of 60 students. Surpassed pledge goal by $15,000.

Panhellenic Council, President (May 1982-May 1983), Vice-president (May 1981-May 1982). Dickinson College, Carlisle, PA.
Structured rush program for 300 women. Created Rush Counselor Program; assisted in the establishement of a fifth national sorority on campus; coordinated numerous fund raisers for national and local charities.

Senior Gift Drive, Sorority Chairperson, Office of Communications and Development, Dickinson College, Carlisle, PA. (November 1982-April 1983).
Coordinated participation of Dickinson's sororities in fund drive which raised over $30,000.

Parents' Weekend Committee, Chairperson, Office of Communications and Development, Dickinson College, Carlisle, PA. (May 1981-May 1982).
Established student-run committee to program educational, social and cultural events for 700 parents.

RELATED ACTIVITIES:

Teaching Assistant: Biology Department, Dickinson College, Carlisle, PA. (September 1980-January 1981)

Student Assistant: Dean of Special Programs, Office of Student Services, Dickinson College, Carlisle, PA. (Summer 1982)

Chapter Editor: *The Arrow,* Pi Beta Phi sorority, Dickinson College, Carlisle, PA. (September 1980-May 1981)

HONORS AND AWARDS:

Wheel and Chain Senior Women's Honorary Society.
Alumni Council Senior Honors Award.

INTERESTS:

Art history, sewing and designing, swimming.

REFERENCES:

Available upon request.

16.

TYPESET - EXPERIENCE GROUPED ACCORDING TO FUNCTION. EDUCATION LISTED FIRST.

NAME

ADDRESS

EMPLOYMENT OBJECTIVE: Entry-level position in a sales training program.

EDUCATION:

Dickinson College, Carlisle, PA
Bachelor of Arts, May 22, 1983; Magna Cum Laude, Phi Beta Kappa
Major: Political Science Minor: History
Nisbet Scholar (1979-1983) - Independent honors program

American University, Washington, D.C.; Fall Semester 1981
Studied American Government: G.P.A. - 3.92 (A=4.0)

SALES ● MARKETING ● MANAGEMENT EXPERIENCE:

Roofing Contractor, Self-employed, Camp Hill, PA; Summers 1981, 1982.
Contracted accounts to replace/build roofs. Gross income $15,000. Hired and supervised 3-man building crew. Financed costs and equipment.

Lawn Care Business, Self-employed, Camp Hill, PA; Summers 1976-1981.
Contracted accounts to provide lawn care services. Supervised part-time help. Financed costs and equipment.

Chairman of fraternities, Steering Committee for Senior Class Fund Drive; 1982-1983.
Coordinated participation of Dickinson's 10 fraternities in fund drive which raised over $30,000.

Career Assistant, Dickinson College Counseling Center; 1982-1983.
One of 8 students selected and trained to counsel peers. Worked 12-15 hours per week interviewing students and assisting them with career-related issues. Conducted workshops on career exploration, resume writing and interviewing.

Salesman, Thom McAn, Camp Hill, PA; December 1978 - May 1979.

Newspaper Carrier, *The Harrisburg Patriot News,* Harrisburg, PA; 1972-1976.

OTHER EXPERIENCE:

Consultant, Republican National Committee, Liaison Division; June 1982 - August 1982.
Coordinated Hispanic demographic studies for 1982 elections. Organized fund-raising receptions for ethnic congressional candidates.

Intern, Republican National Committee, Political Division; September 1981 - December 1981.
Edited the Fall 1981 edition of the *National Republican Legislators Association Newsletter.*

Carpenter, Alan P. Dieter, Contractor, Etters, PA; Summers 1980, 1981.

ACTIVITIES:

Phi Kappa Psi Fraternity

Senior Class Planning Committee (1982-1983)

Dickinson College Choir

INTERESTS: Singing, Baseball, Boating

REFERENCES: Available upon request.

TYPED - EXPERIENCE LISTED CHRONOLOGICALLY. EDUCATION LISTED SECOND.

17.

YOUR NAME

ADDRESS UNTIL MAY 22, 1983 PERMANENT ADDRESS

EMPLOYMENT OBJECTIVE: Management training program in a financial institution or Fortune 500 company.

WORK EXPERIENCE:

- FARMER'S TRUST COMPANY, Carlisle, PA. (Spring of 1983)
  Intern. Worked in each department from teller to investments. Responsible directly to senior vice president. Wrote research paper on the changes in banking resulting from the 1980 Deregulation and Monetary Control Act.

- MILTON H. WOLLMAN AND ASSOCIATES, Philadelphia, PA. (Christmas vacation 1980, 1981, 1982)
  Data Processor. Ran and revised computer programs dealing with actuarial reserve computations.

- CUMBERLAND FARMS, INC., Ocean City, N.J. (Summer of 1982)
  Responsible for operation of convenience store. Filed daily inventory reports, made daily bank deposits, and responsible for funds of $1500.

- AMERICAN INTEGRITY INSURANCE COMPANY, Philadelphia, PA. (Summer 1979, 1980).
  Clerk. Processed claims and was responsible for processing billings and lead letters from home office.

EDUCATION: Dickinson College, Carlisle, PA.
Bachelor of Arts degree, May 1983
Major: Economics

- Special Programs: Beaver College Center for Education Abroad, London, England (September 1982 - December 1982). Studied a liberal arts curriculum in a British university. Traveled extensively throughout Western Europe.

- Academic Awards: Omicron Delta Epsilon (1982 - Present). Selected for International Economics Honor Society.

PERSONAL INTERESTS: non-fiction, travel, soccer, squash, Phi Kappa Sigma

REFERENCES AVAILABLE UPON REQUEST.

18.

TYPESET - EXPERIENCE GROUPED ACCORDING TO FUNCTION. EDUCATION LISTED LAST.

YOUR NAME

ADDRESS UNTIL MAY 22, 1983 **PERMANENT ADDRESS**

EMPLOYMENT OBJECTIVE: Situation in a sales or management training program with the possibility of advancement to a position within the Corporate Division.

BUSINESS/MANAGEMENT EXPERIENCES:

BAYPORT STEEL COMPANY, Manufacturer's Representative Assistant, Glen Arm, MD, June 1982 - August 1982.
Successfully developed 10 new industrial sales accounts. Initiated new customer sales calls. Planned weekly itinerary. Managed expense account of $100 per week. Processed customer inquiries and purchase orders for inside sales.

COMMONWEALTH NATIONAL BANK, Trust/Investment Department, Harrisburg, PA, Intern, February 1983 - May 1983.
Compiled information regarding Wills and unfunded Trusts in investment research unit of Trust Department. Maintained settlement accountings. Researched and wrote paper on Retirement Plans. Operated CRT computer.

AMBACH WAREHOUSE SALES, Salesperson, Cockeysville, MD, Summers 1980 and 1981.
Sold linen goods. Named "Top Salesperson" for July 1981, with total monthly sales exceeding $13,000.

COUNSELING CENTER, Career Assistant, Dickinson College, 1982 - 1983.
One of eight students selected and trained to counsel peers on career development. Worked 12-15 hours per week interviewing students and assisting them in developing self-awareness and job search skills. Conducted presentations on career exploration, resume writing and interviewing.

CABLE NEWS NETWORK, Washington, D.C., Intern, September 1981 - December 1981.
Interviewed political figures. Analyzed all wire stories for production staff. Wrote economic and political news stories aired on national television.

WMAR-TV, ASSIGNMENT DESK, Baltimore, MD, Intern, June 1980 - August 1981.
Conducted telephone interviews. Investigated story leads. Wrote news stories aired on local television.

MICROCOSM YEARBOOK, Editor, Activities Section, Dickinson College, 1982 - 1983.
Coordinated largest yearbook section. Managed and advised student staff. Planned schedule to meet rigid deadline.

EDUCATION:

DICKINSON COLLEGE, Carlisle, PA 17013
Bachelor of Arts: May 22, 1983
Major: English Concentrations: Economics and Political Science

REFERENCES: Available upon request.

RESUME WORKSHEET

AS PREVIOUSLY STATED, A RESUME IS A PERSONAL ADVERTISEMENT FOR YOURSELF. IT SHOULD EMPHASIZE YOUR STRENGTHS AND QUALIFICATIONS TO PRESENT A POSITIVE IMAGE OF YOU TO THE PROSPECTIVE EMPLOYER. TOO OFTEN STUDENTS FORGET IMPORTANT INFORMATION ABOUT JOBS OR ACTIVITIES WHICH COULD ADD SIGNIFICANTLY TO THEIR RESUMES. COMPLETING THIS WORKSHEET WILL HELP YOU TO RECALL AND ORGANIZE THAT INFORMATION.

WE SUGGEST THAT YOU COMPLETE THIS WORKSHEET ON YOUR OWN SO YOU CAN GET ALL THE IMPORTANT INFORMATION DOWN ON PAPER. EXPERIMENT WITH THE ORGANIZATION OF YOUR ACCOMPLISHMENTS, THEN WRITE A FIRST DRAFT RESUME. ONCE YOU'VE DONE THAT, MAKE AN APPOINTMENT TO REVIEW IT WITH EITHER A CAREER ASSISTANT OR A COUNSELOR. WE CAN EDIT IT AND GIVE YOU VALUABLE SUGGESTIONS BEFORE YOU HAVE THE FINAL DRAFT PRINTED.

• ADDRESS

PRESENT	PERMANENT
HUB BOX _____	STREET _____
DICKINSON COLLEGE	_____
CARLISLE, PA 17013	CITY STATE ZIP
PHONE _____	PHONE _____
AREA CODE	AREA CODE

• EDUCATION

DICKINSON COLLEGE, CARLISLE, PA

DATES ATTENDED _____ DEGREE RECEIVED _____

MAJOR(S) _____ MINOR(S) _____

HONORS, SCHOLARSHIPS, AWARDS - EXAMPLE: CHARLES P. DANA SCHOLARSHIP 1979, AWARDED FOR OUTSTANDING SCHOLARSHIP AND LEADERSHIP. _____

_____

ANY SPECIAL COURSES OR PROGRAMS RELEVANT TO YOUR JOB OBJECTIVE: (I.E. STUDY ABROAD, INTERNSHIP, INDEPENDENT STUDY OR RESEARCH.) _____

_____

_____

_____

_____

RESUME WORKSHEET (CONTINUED)

- EMPLOYMENT EXPERIENCE (INCLUDE ALL WORK EXPERIENCE, VOLUNTEER WORK, INTERNSHIPS, ETC.)

EXAMPLE: EMPLOYER: CARLISLE SWIM CLUB, CARLISLE, PA
DATES OF EMPLOYMENT: JULY 1978 - SEPTEMBER 1978
JOB TITLE: SWIMMING INSTRUCTOR
SPECIFIC ACCOMPLISHMENTS AND RESPONSIBILITIES: ORGANIZED ALL INSTRUCTIONAL CLASSES FOR EIGHTY CHILDREN AGES THREE TO TEN. TAUGHT AQUATIC SAFETY AND MANEUVERS TO FIVE CLASSES OF CHILDREN AGES THREE TO FIVE. DEVELOPED "MOMS AND TOTS" SWIM INSTRUCTION PROGRAM FOR MOTHERS AND INFANTS WHICH HAS BECOME PART OF THE REGULAR COURSE OFFERING.

1. EMPLOYER: _____

DATES OF EMPLOYMENT: _____

JOB TITLE: _____

SPECIFIC ACCOMPLISHMENTS & RESPONSIBILITIES: _____

_____

_____

_____

2. EMPLOYER: _____

DATES OF EMPLOYMENT: _____

JOB TITLE: _____

SPECIFIC ACCOMPLISHMENTS & RESPONSIBILITIES: _____

_____

_____

_____

3. EMPLOYER: _____

DATES OF EMPLOYMENT: _____

JOB TITLE: _____

SPECIFIC ACCOMPLISHMENTS & RESPONSIBILITIES: _____

_____

_____

_____

• EMPLOYMENT EXPERIENCE (CONTINUED)

4. EMPLOYER: _____

DATES OF EMPLOYMENT: _____

JOB TITLE: _____

SPECIFIC ACCOMPLISHMENTS & RESPONSIBILITIES: _____

_____

_____

_____

• CO-CURRICULAR ACTIVITIES (THESE INCLUDE ANY SIGNIFICANT EDUCATIONAL OR PERSONAL ACTIVITIES SUCH AS APPALACHIAN SEMESTER, DEPARTMENTAL RESEARCH, SORORITIES/ FRATERNITIES OR OTHER GROUP INVOLVEMENT. EACH SHOULD BE DESCRIBED FULLY AS SEEN IN THE EXAMPLE.)

1. ORGANIZATION: _____

DATES OF INVOLVEMENT: _____

OFFICE(S) HELD: _____

SPECIFIC ACCOMPLISHMENTS AND RESPONSIBILITIES: _____

_____

_____

_____

2. ORGANIZATION: _____

DATES OF INVOLVEMENT: _____

OFFICE(S) HELD: _____

SPECIFIC ACCOMPLISHMENTS AND RESPONSIBILITIES: _____

_____

_____

_____

22.

RESUME WORKSHEET (CONTINUED)

• CO-CURRICULAR ACTIVITIES (CONTINUED)

3. ORGANIZATION: _____

DATES OF INVOLVEMENT: _____

OFFICE(S) HELD: _____

SPECIFIC ACCOMPLISHMENTS AND RESPONSIBILITIES: _____

_____

_____

_____

4. ORGANIZATION: _____

DATES OF INVOLVEMENT: _____

OFFICE(S) HELD: _____

SPECIFIC ACCOMPLISHMENTS AND RESPONSIBILITIES: _____

_____

_____

_____

5. ORGANIZATION: _____

DATES OF INVOLVEMENT: _____

OFFICE(S) HELD: _____

SPECIFIC ACCOMPLISHMENTS AND RESPONSIBILITIES: _____

_____

_____

_____

• OTHER EXPERIENCE

1. ORGANIZATION: _____

DATES OF INVOLVEMENT: _____

OFFICE(S) HELD: _____

SPECIFIC ACCOMPLISHMENTS AND RESPONSIBILITIES: _____

_____

_____

_____

RESUME WORKSHEET (CONTINUED)

• OTHER EXPERIENCE (CONTINUED)

2. ORGANIZATION: _____

DATES OF INVOLVEMENT: _____

OFFICE(S) HELD: _____

SPECIFIC ACCOMPLISHMENTS AND RESPONSIBILITIES: _____

_____

_____

_____

3. ORGANIZATION: _____

DATES OF INVOLVEMENT: _____

OFFICE(S) HELD: _____

SPECIFIC ACCOMPLISHMENTS AND RESPONSIBILITIES: _____

_____

_____

_____

AN IMPORTANT THING TO REMEMBER ABOUT YOUR RESUME IS THAT ITS FORMAT SHOULD COMPLEMENT THE INFORMATION YOU WANT TO CONVEY. THERE IS NO STANDARD PATTERN FOR RESUMES. IN OTHER WORDS, YOU DO NOT HAVE TO USE THE "EMPLOYMENT EXPERIENCE" AND "CO-CURRICULAR ACTIVITIES" HEADINGS.

NOW LOOK BACK OVER YOUR LIST OF ACCOMPLISHMENTS AND SEE IF YOU CAN GROUP THEM INTO TWO OR THREE NATURAL DIVISIONS WHICH SEEM TO WORK WELL WITH YOUR INFORMATION.

• PERSONAL INTERESTS (THIS SECTION IS OPTIONAL, BUT HELPS GIVE A PICTURE OF THE "TOTAL" YOU. SHOULD INCLUDE SUCH ACTIVITIES AS SPORTS, MUSICAL INSTRUMENTS, OUTDOOR ACTIVITIES, ETC.)

_____

_____

_____

_____

• REFERENCES AVAILABLE ON REQUEST (USUALLY APPEARS AT THE BOTTOM OF A RESUME, UNLESS THE EMPLOYER WOULD RECOGNIZE THE NAME IMMEDIATELY. IF THIS IS THE CASE, LIST PERSON'S NAME, ADDRESS AND TELEPHONE NUMBER.)

RESUME WORKSHEET (CONTINUED)

- JOB OBJECTIVE (THIS IS USUALLY THE MOST DIFFICULT PART OF THE RESUME WRITING PROCESS BECAUSE IT TAKES SOME INTROSPECTION ON YOUR PART. WHAT EXACTLY DO YOU WANT OUT OF A JOB? IF THIS QUESTION CAUSES SOME PROBLEM IN YOUR OWN MIND, YOU PROBABLY SHOULD CONSULT "THE LIBERAL VIEW: A CAREER GUIDE FOR DICKINSON COLLEGE." CAREER ASSISTANTS AND COUNSELORS CAN ALSO BE OF HELP HERE.)

IF YOU HAVE A GOOD IDEA OF THE CAREER DIRECTION YOU WANT TO PURSUE, RECORD THE FOLLOWING INFORMATION:

1. FUNCTIONS YOU'D LIKE TO PERFORM (I.E. SALES REPRESENTATIVE, MANAGEMENT)

_____

_____

_____

2. SETTING IN WHICH YOU WOULD LIKE TO PERFORM THESE FUNCTIONS (I.E. CONSUMER GOODS ORGANIZATION, OR FINANCIAL ORGANIZATION) _____

_____

_____

_____

3. PEOPLE OR THINGS YOU'D LIKE TO WORK WITH (I.E. CHILDREN, COMPUTERS) _____

_____

_____

_____

4. FUTURE CAREER GOAL (WHAT WOULD YOU LIKE TO BE DOING IN 5 YEARS? 10 YEARS? 15 YEARS?) _____

_____

_____

_____

5. IS THERE A SPECIFIC JOB FOR WHICH YOU ARE APPLYING? _____

_____

_____

_____

6. FINAL JOB OBJECTIVE SHOULD BE NO MORE THAN 2-3 TYPED LINES (NOW LOOK BACK AT WHAT YOU HAVE RECORDED AND TRY TO COME UP WITH A SENTENCE OR TWO WITH WHICH YOU WOULD FEEL COMFORTABLE AS A JOB OBJECTIVE.)

_____

_____

_____

_____

THE COVER LETTER

THE COVER LETTER IS SIMPLY A LETTER THAT ACCOMPANIES YOUR RESUME. ITS SOLE PURPOSE IS TO INTEREST EMPLOYERS IN READING YOUR RESUME, WHICH WILL INTEREST THEM IN INVITING YOU FOR AN INTERVIEW, WHICH WILL INTEREST THEM IN HIRING YOU FOR A JOB! THE COVER LETTER THEREFORE, IS EXTREMELY IMPORTANT AND MUST COMMUNICATE HOW YOU CAN CONTRIBUTE TO THE ORGANIZATION IN A MEANINGFUL WAY. FORGET ABOUT YOUR NEEDS - THEY'RE ONLY INTERESTED IN HOW YOUR SKILLS CAN FULFILL THEIR NEEDS.

RULES FOR WRITING GOOD COVER LETTERS

1. TYPE EACH LETTER INDIVIDUALLY - NEVER SEND A HANDWRITTEN LETTER. WHEN YOU HAVE YOUR RESUME PRINTED GET EXTRA MATCHING PAPER & ENVELOPES FOR COVER LETTERS.

2. ADDRESS EACH EMPLOYER BY NAME AND TITLE. IF YOU HAVE DONE YOUR INFORMATION INTERVIEWING, YOU KNOW WHO THIS IS. NEVER ADDRESS IT "DEAR SIR" OR "DEAR MADAM."

3. OPEN YOUR LETTER WITH A STRONG SENTENCE THAT WOULD MAKE AN EMPLOYER SIT UP AND TAKE NOTICE.

4. TELL THE EMPLOYER HOW YOUR TALENTS, ABILITIES, AND EXPERIENCE WILL HELP SOLVE HER/HIS PROBLEMS.

5. TRY TO INCLUDE NOVEL IDEAS THAT WILL CAUSE THE EMPLOYER TO BELIEVE IT WOULD BE WORTHWHILE TO TALK WITH YOU EVEN IF THERE ARE NO CURRENT JOB OPENINGS.

6. DEMONSTRATE THAT YOU KNOW SOMETHING ABOUT THE ORGANIZATION, IT'S PURPOSE, NEEDS, GROWTH AND ABOVE ALL, GOALS AND PROBLEMS.

7. AVOID FLOWERY PHRASES (THAT SAY NOTHING) ABOUT PERSONAL GROWTH, CHALLENGE, ADVANCEMENT, ETC., AND SPEAK DIRECTLY ABOUT CONCRETE REASONS WHY THE EMPLOYER SHOULD BE INTERESTED IN YOU.

8. LET YOUR PERSONALITY SHOW THROUGH. BE WARM AND PERSONABLE. MOST LETTERS ARE STIFF, DULL AND MECHANICAL.

9. TRY AND ESTABLISH A COMMON BOND BETWEEN YOU AND THE EMPLOYER. PROPOSE HOW YOU CAN FULFILL EACH OTHER'S NEEDS.

10. MAKE A BID DIRECTLY FOR AN INTERVIEW AND INDICATE YOU WILL CALL TO ARRANGE A SUITABLE TIME.

11. KEEP IT SHORT - ONE PAGE AT MOST.

12. ABOVE ALL, STRESS SKILLS, ABILITIES, WHAT YOU CAN DO AS A RESULT OF YOUR BACKGROUND, TRAINING, EXPERIENCE, EDUCATION. BY STRESSING ACCOMPLISHMENTS YOU EMPHASIZE YOUR POTENTIAL VALUE.

13. DON'T BRAG, TALK YOURSELF DOWN, COMPLAIN, APPEAL TO SYMPATHY.

14. IF AN ACTUAL JOB IS ADVERTISED WITH QUALIFICATIONS LISTED, MAKE SURE YOUR LETTER DEMONSTRATES THAT YOU HAVE EACH ONE OF THEM.

- Adapted from Rich Hagberg, Ph.D,
Southern Illinois University

A GENERAL OUTLINE FOR A COVER LETTER, AS WELL AS GOOD AND BAD EXAMPLES FOLLOW ON THE NEXT FEW PAGES.

26. GUIDE FOR WRITING A COVER LETTER

YOUR PRESENT ADDRESS
DATE OF WRITING

MS./MR._____
TITLE
COMPANY
ADDRESS

DEAR MS./MR._____:

TELL WHAT MADE YOU WRITE IN THE FIRST PLACE. NAME THE POSITION OR GENERAL AREA OF WORK THAT INTERESTS YOU. SAY HOW YOU LEARNED ABOUT THE JOB OPENING, THE COMPANY, ETC. IF YOU WERE REFERRED BY A SPECIFIC PERSON, MENTION HER/HIS NAME HERE.

MAKE THIS SECTION AS IMMEDIATELY INTERESTING TO THE READER AS POSSIBLE BY APPEALING TO HER OR HIS OWN ORGANIZATIONAL NEEDS. CLEARLY IDENTIFY SOMETHING UNIQUE ABOUT THE COMPANY THAT SHOWS YOU ARE FAMILIAR WITH THEIR CURRENT STATUS. MENTION ONE OR TWO OF YOUR QUALIFICATIONS THAT YOU THINK WOULD BE OF GREATEST INTEREST TO THE EMPLOYERS. YOU MIGHT DO THIS BY IMPLYING AN UNDERSTANDING OF A PROBLEM THEY MAY BE FACING, OR A SITUATION THAT NEEDS A SOLUTION, AND BY SUBSEQUENTLY SUGGESTING HOW YOU MIGHT CONTRIBUTE TO THEIR SOLUTION OF THE PROBLEM. (SEE EXAMPLES.)

REFER THE READER TO THE ENCLOSED APPLICATION FORM, RESUME, OR THE FACT THAT THE PLACEMENT OFFICE WILL SEND FULL CREDENTIALS AS A MEDIUM WHICH WILL GIVE ADDITIONAL INFORMATION CONCERNING YOUR BACKGROUND AND PROFESSIONAL DEVELOPMENT.

CLOSE BY MAKING A SUGGESTION THAT YOU MEET FOR AN INTERVIEW (OR "MEETING") POSSIBLY GIVING A TIME FRAME WITHIN WHICH YOU WILL BE MOST AVAILABLE (FOR EXAMPLE "I WILL BE IN THE CHICAGO AREA DURING THE WEEK OF AUGUST 9TH (OR) FOR THE MONTH OF SEPTEMBER, AND WOULD APPRECIATE THE OPPORTUNITY TO SPEAK WITH YOU FURTHER," OR YOU MIGHT CHOOSE TO INDICATE THAT YOU ARE AVAILABLE FOR AN INTERVIEW AT HER/HIS CONVENIENCE. IF, INSTEAD OF INQUIRING ABOUT THE POSSIBILITIES OF AN INTERVIEW, YOUR REQUEST WAS FOR FURTHER INFORMATION CONCERNING THE OPENING, IT WOULD BE POLITE TO ENCLOSE A SELF-ADDRESSED, STAMPED ENVELOPE. MAKE SURE YOUR CLOSING IS NOT VAGUE, BUT MAKES A SPECIFIC RESPONSE FROM THE READER LIKELY.

SINCERELY,

(HANDWRITTEN SIGNATURE)

TYPE YOUR NAME

ENCLOSURE

(Reprinted with permission from Mr. Dan Cox, Norwich University, Vermont College)

EXAMPLE - POOR COVER LETTER

HUB Box 249
Dickinson College
Carlisle, Pennsylvania 17013
April 1, 1984

NO SPECIFIC PERSON/TITLE.

Personnel Department
American Can Company
American Lane
Greenwich, Connecticut 06830

NO SPECIFIC PERSON.

Dear Sir:

BORING FIRST SENTENCE EXPRESSES HER NEEDS, NOT COMPANY'S.

I plan to graduate from Dickinson College in May 1984 with a B.A. in English, as well as a minor in Psychology. I would like to apply for a job at American Can Company since I believe it would match my interests very well.

MEANINGLESS PHRASES/ GENERALITIES. SOUNDS LIKE SHE'LL TAKE ANYTHING THAT COMES UP.

I thoroughly enjoy working with people and think that my broad based liberal arts training at Dickinson has helped me to become a mature, confident individual who would fit in, in almost any field.

LEAVES SKILLS & EXPERIENCE FOR READER TO FIGURE OUT. DOESN'T ASK FOR SPECIFIC APPOINTMENT. WILL TAKE ANYTHING.

As you can see in the enclosed resume, I have a number of skills and experiences gained both in school and in the workplace which could be an asset to your company. If you have any openings consistent with my experience and qualifications, I'd appreciate your letting me know.

HOW WILL THIS HELP EMPLOYER?

I'm originally from the Greenwich area and would be more than happy to return there. I hope to hear from you soon regarding this matter. Thanking you in advance, I remain.

NO FOLLOW-UP ON HER PART. PUTS RESPONSIBILITY ON READER.

Very truly yours,

Susan Smith

Enclosure

EXAMPLE - GOOD COVER LETTER

HUB Box 249
Dickinson College
Carlisle, Pennsylvania 17013
April 1, 1984

ADDRESS TO SPECIFIC PERSON/ DEPARTMENT.

Mr. Judd A. Alexander
Senior Vice President
American Can Company
American Lane
Greenwich, Connecticut 06830

SPECIFIC PERSON BY NAME.

Dear Mr. Alexander:

SHOWS INTEREST IN BUSINESS (READS WALL STREET JOURNAL) AMERICAN CAN IN PARTICULAR. SHOWS INITIATIVE IN FOLLOWING UP ARTICLE WITHOUT WAITING FOR JOB ANNOUNCEMENT.

A recent Wall Street Journal article quoted your description of your new "general associates" program for liberal arts graduates "from superior schools who have outstanding academic and leadership credentials." I believe I am one of those students and would like to be considered for the program.

REFERS TO RESUME. SPECIFICALLY STATES HOW SHE HAS WHAT HE'S LOOKING FOR. CITES STATISTICS. EMPHASIZES GOOD QUALITIES IN SERIES OF MENIAL JOBS.

As you can see in my enclosed resume, I've held several management positions, most notably president of my 165-member sorority which included managing a $20,000 budget as well as supervising six committees. I've also had extensive business experience, having financed 50% of my college education through a combination of work study and summer jobs.

SHOWS HOW LIBERAL ARTS EDUCATION CAN HELP THE COMPANY. ADDRESSES QUESTIONS HE RAISES IN ARTICLE.

You will also notice that I am an English major with a Psychology minor. Through my English courses I learned to both think clearly and communicate effectively: qualities prized by corporations such as American Can, but often missing in more narrowly trained students. My Psychology background helped me work with and supervise people effectively, which is so necessary in business today.

ASKS FOR A MEETING.

I will be in the Greenwich area the week of April 12-17 and would enjoy meeting with you to discuss how I might fit into your program. I believe that my immediate goal of entering a management training program with a progressive Fortune 500 company matches your goal of hiring students with "high quality academic and leadership experience." I will call your secretary later this week to schedule an appointment. Thank you for your interest and commitment to the liberal arts.

Sincerely,

Susan Smith

Enclosure

LETTER REQUESTING A JOB INTERVIEW WHEN A SPECIFIC OPENING IS NOT ADVERTISED.

BOX 1517
HOLLAND UNION BUILDING
DICKINSON COLLEGE
CARLISLE, PENNSYLVANIA 17013
APRIL 23,1982

MS. ETHEL JAMISON
EDITOR
RANDOM HOUSE PUBLISHERS
201 EAST 50TH STREET
NEW YORK, NEW YORK 10022

DEAR MS. JAMISON:

FOR THE PAST THREE YEARS I HAVE BEEN STUDYING ENGLISH AND GAINING PRACTICAL EXPERIENCE THAT I BELIEVE IS MOST RELEVANT TO EDITORIAL WORK IN THE BOOK PUBLISHING INDUSTRY. I WILL BE GRADUATING NEXT MONTH, AND AM LOOKING FOR AN ENTRY-LEVEL POSITION WITH A PUBLISHER IN NEW YORK CITY.

LAST SEMESTER I COMPLETED A 20-HOUR PER WEEK INTERNSHIP AT THE STACKPOLE PRESS, A LOCAL PUBLISHER WHICH PRODUCES BOOKS ON ANTIQUES, HORSES, AND COUNTRY LIVING. I TOOK RESPONSIBILITY FOR COPYREADING, BOOK DESIGN, LIAISON WITH PRINTERS, ADVERTISING SPECIFICATIONS, AND MUCH EDITORIAL WORK, UNDER THE DIRECTION OF A SENIOR EDITOR.

ALSO, I HAVE WRITTEN NEWS AND FEATURE ARTICLES FOR THE COLLEGE NEWSPAPER DURING THE PAST TWO YEARS AND HAVE SUBMITTED SEVERAL ARTICLES TO COMMERCIAL PUBLICATIONS. MY MOST RECENT PIECE, "A PHYSICS STUDENT'S VIEW OF A NUCLEAR CRISIS" WAS ACCEPTED FOR PUBLICATION BY THE SUNDAY MAGAZINE OF LANCASTER COUNTY.

I AM INTERESTED IN RANDOM HOUSE BECAUSE OF ITS COMMITMENT TO QUALITY LITERATURE AND RECENT INTEREST IN BOOKS FOR MEMBERS OF THE SCIENTIFIC COMMUNITY. I AM ALSO AWARE THAT YOUR TRADE DEPARTMENT IS AMONG THE BEST IN THE ENTIRE INDUSTRY, AND WOULD LIKE TO BECOME INVOLVED IN THE EDITORIAL AND MARKETING FUNCTIONS FOR TRADE BOOKS.

MAY I COME AND VISIT YOU TO DESCRIBE MY QUALIFICATIONS IN GREATER DETAIL? I BELIEVE THAT MY SKILLS AND DESIRE TO LEARN ABOUT BOOK PUBLISHING FROM THE GROUND UP WILL BE OF INTEREST TO YOU. MY RESUME IS ENCLOSED.

I LOOK FORWARD TO YOUR REPLY.

SINCERELY,

JULIE INVERNESS

ENCLOSURE

30.

THANK YOU LETTERS

AFTER YOU HAVE SPOKEN WITH A COMPANY REPRESENTATIVE, IT IS NOT ONLY POLITE, BUT POLITIC TO SAY THANK YOU. THIS APPLIES WHETHER YOU HAVE HAD AN INFORMATION INTERVIEW AND WHETHER OR NOT YOU WOULD LIKE TO WORK AT THAT JOB. A THANK YOU LETTER IS A SIMPLE ACKNOWLEDGEMENT OF APPRECIATION THAT SOMEONE TOOK TIME TO TALK TO YOU.

RULES FOR THANK YOU LETTERS

1. AS WITH COVER LETTERS, THANK YOU LETTERS SHOULD BE TYPED ON GOOD PAPER AND OBVIOUSLY SHOULD BE ADDRESSED TO THE INDIVIDUAL WHO INTERVIEWS YOU. IF YOU WERE INTERVIEWED BY MORE THAN ONE PERSON, IT IS THOUGHTFUL TO WRITE TO EACH INTERVIEWER.

2. SINCE YOU PROBABLY GOT TO KNOW THE INTERVIEWER, THE LETTER CAN BE MORE INFORMAL AND PERSONAL THAN A COVER LETTER.

3. REAFFIRM ANYTHING YOU LIKED ABOUT THE ORGANIZATION AND/OR ANY WAYS YOU BELIEVE YOU'LL MEET THEIR NEEDS.

4. IF YOU FORGOT TO MENTION SOMETHING IMPORTANT ABOUT YOURSELF YOU CAN MENTION IT NOW.

5. IF YOU HAVE DECIDED YOU DON'T WANT THE JOB, THANK THEM FOR THEIR TIME BUT LET THEM KNOW NOW.

6. IF YOU WANT THE JOB MORE THAN EVER, LET THEM KNOW THAT. ENTHUSIASM IS A HIGHLY PRIZED COMMODITY.

7. CLOSE BY SAYING YOU'RE LOOKING FORWARD TO HEARING FROM THEM BY WHATEVER DECISION DATE YOU HAVE PREVIOUSLY AGREED UPON. IF YOU DON'T HEAR BY THEN, IT IS ALL RIGHT TO CALL TO ASK ABOUT THE STATUS OF YOUR APPLICATION.

OFTEN A THANK YOU LETTER CAN BE THE DECIDING FACTOR BETWEEN EQUALLY QUALIFIED CANDIDATES. ONE OF OUR COLLEAGUES TELLS A STORY ABOUT A SENIOR WHO WENT TO NEW YORK TO INTERVIEW WITH A LARGE CORPORATION. SHE SPENT THE DAY THERE, BEING INTERVIEWED BY EIGHT DIFFERENT PEOPLE. THREE DAYS LATER EACH OF THE EIGHT RECEIVED A DIFFERENT INDIVIDUALLY TYPED LETTER. SHE WAS OFFERED THE JOB THAT MORNING. OUR COLLEAGUE KNEW THIS STORY BECAUSE THE DEPARTMENT HEAD CALLED TO TELL HER HOW IMPRESSED HE WAS WITH THAT STUDENT AND THAT HE DIDN'T WANT ANYONE WITH SUCH INTEREST AND DEDICATION TO BE WORKING FOR THE COMPETITION!

SAMPLE THANK YOU LETTER

HUB BOX 271
DICKINSON COLLEGE
CARLISLE, PENNSYLVANIA 17013
APRIL 30, 1984

MS. JOAN BAXTER
DIRECTOR
OFFICE OF AGING
212 WALNUT STREET
PHILADELPHIA, PENNSYLVANIA 19100

DEAR MS. BAXTER:

I WANT TO THANK YOU ONCE AGAIN FOR YOUR INTERVIEW AND TOUR OF THE AGENCY LAST TUESDAY. I ENJOYED MEETING YOU AND YOUR DYNAMIC STAFF.

AFTER RESEARCHING MANY SOCIAL SERVICE AGENCIES, I FOCUSED ON THE OFFICE OF AGING AS ONE THAT EMPHASIZED A CREATIVE OUTREACH APPROACH OFFERING A LARGE VARIETY OF SERVICES TO A DIVERSE POPULATION. ONCE I SPENT THE DAY ACTUALLY "IN THE TRENCHES" AS YOU SAID, I WAS CONVINCED THAT THIS IS A PLACE WHERE I WOULD LIKE TO PUT MY SKILLS AND ENERGY TO WORK.

I BELIEVE MY COMMITMENT TO COMMUNITY BASED SOCIAL SERVICES, SPECIFICALLY WITH THE AGING, AS WELL AS MY EXPERIENCE WORKING IN A NURSING HOME WOULD MAKE ME A VIABLE CANDIDATE FOR THE POSITION.

AGAIN, I ENJOYED SPENDING THE DAY WITH YOU AND YOUR STAFF AND HOPE TO BE HEARING FROM YOU BY MAY 15. THANK YOU.

SINCERELY,

CAROL ANNE KELM